

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
March 16, 2022, 7 pm, Crystal Lake Public Library

I. **Call to Order:** The meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:00 p.m.

II. **Roll Call and declaration of quorum:**

Present: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller (arrived meeting at 7:03 p.m.).

Absent: None

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Stephanie Price, Public Relations Coordinator; Veronica Morales, Administrative Assistant and Recording Secretary; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation; Penny Ramirez, Head of Technical and Automation Services; Becky Fyolek, Head of Youth Services

Guests: Kristen Richardson, Architect, Engberg Anderson Architects, Inc.; Mary Beth O'Brien, Attorney.

III. **Public Comment:** None was received.

IV. **Board Development:** None

V. **Approval of minutes of previous meeting(s):**

It was moved by Cary Waxler and seconded by Charles Stump to approve the minutes of the Regular Meeting of February 16, 2022 as presented.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

VI. **Committee and Board Member Reports:**

Minutes for the following Board Committee Meetings were included in the packet:

- Facilities, February 14, 2022
- Governance, February 28, 2022
- Planning/PR, March 2, 2022
- Personnel, March 3, 2022
- Governance, March 7, 2022
- Finance, March 9, 2022

Vice-President William Weller arrived meeting at 7:03 p.m.

Trustee Drew reported that the Planning/PR Committee is planning a public Farewell Reception for Library Director Kathryn I. Martens that would take place on Sunday, May 15, 2022 from 2-4 p.m. in the Adult Services area of the Library; the public will be informed of this opportunity in the May/June Beacon. Trustee Drew also reported that the Personnel Committee is coordinating 1) box lunches for CLPL Staff to celebrate Library Workers' Day on Tuesday, April 5th, 2022, during National Library Week, and 2) the annual staff recognition event for 5, 10, 15... year anniversaries on Friday, June 3, 2022.

The time shown in the header for the Finance Committee Meeting minutes from the March 9, 2022 meeting needs to be corrected from 7:00 pm to 6:00 pm.

Trustee Stump attended the "ILA Trustee Forum Workshop: So what's the job and how do I do it?" presented by Amanda E. Standerfer. Kudos to Library Director Kathryn I. Martens and the Library Board for doing an amazing job keeping up with the latest library trends. Trustee Stump shared the handouts from the workshop with the Library Board.

VII. Financial Reports: It was moved by Charles Stump and seconded by Cary Waxler to approve the FY 21/22 Financial Report as of February 28, 2022.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

VIII. Approval of Disbursements: It was moved by James Becker and seconded by Rebecca Sisler to approve the Regular Disbursements for March 2022 in the amount of \$396,818.07, as follows:

<u>FUND</u>	<u>TOTAL</u>
OPERATING	124,594.33
	196,879.69
IMRF/FICA	36,857.89
CONSTRUCTION & REPAIR	7,362.48
PER CAPITA GRANT	19,091.17
	(129.99)
SPECIAL RESERVE	12,162.50
GRAND TOTAL	\$396,818.07

ROLL CALL:

Aye: James Becker, Chuck Ebann, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller

Absent: None

Nay: None

Abstain: None

Motion Passed

IX. Communications: None

X. Board Action

A. Farewell Reception – recommendation from Planning/PR Committee

It was moved by Rebecca Sisler and seconded by William Weller to approve the recommendation from the Planning/PR Committee that the Library Board host a public Farewell Reception for our Library Director on Sunday, May 15, 2022, 2-4 p.m.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

B. FY 22/23 merit increases – recommendation from Personnel Committee

It was moved by William Weller and seconded by Charles Stump to approve the recommendation from the Personnel Committee to establish FY 22/23 merit increases at 2.5% for Meets Requirements, 3% for More than Meets Requirements, and 3.5% for Exceeds Requirements effective May 1, 2022 (beginning of the first full payroll in FY 22/23).

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

C. Circulation Policy – revised – recommendation from Governance Committee

It was moved by Bonita Drew and seconded by Cary Waxler to approve the revised CLPL Circulation Policy recommended by the Governance Committee as amended.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

D. Interlibrary Loan Policy – revised – recommendation from Governance Committee

It was moved by Cary Waxler and seconded by William Weller to approve the revised CLPL Interlibrary Loan Policy as recommended by the Governance Committee.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

E. Privacy & Confidentiality Policy – revised – recommendation from Governance Committee

It was moved by Charlie Stump and seconded by Rebecca Sisler to approve the revised Privacy and Confidentiality Policy as recommended by the Governance Committee.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

F. Investment Ladder – recommendation from the Finance Committee

Trustee Fellers explained the Investment Ladder. The Library Board discussed and the consensus was to move forward with the ladder investment strategy.

G. Landscape Maintenance contract for 2022 – Facilities Committee recommendation

It was moved by Bonita Drew and seconded by Charles Stump to hire Tonkin Landscape, Inc. for the 2022 season for the per occurrence fees specified in the proposal.

ROLL CALL:

Aye: James Becker, Chuck Ebann, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller

Absent: None

Nay: None

Abstain: None

Motion Passed

H. Condenser replacement bid award – Facilities Committee recommendation

It was moved by Cary Waxler and seconded by Charles Stump to:

- 1) Move to award the contract to replace the condenser unit for the 1995 addition to C. Acitelli for the base bid amount of \$160,000.
- 2) Move to approve an owner contingency of \$16,000 to cover coordination procedures, unforeseen conditions and general project modifications to be managed by Library Staff and the Facilities Committee.
- 3) Move to authorize Library Staff to work with Engberg Anderson and the Library's attorney to develop appropriate contract documents.
- 4) Move to authorize the Library Board President to execute final versions of the contract documents.

ROLL CALL:

Aye: James Becker, Chuck Ebann, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller

Absent: None

Nay: None

Abstain: None

Motion Passed

I. Construction Manager – Facilities Committee recommendation

The Facilities Committee interviewed three Construction Managers at their Monday, March 14, 2022 meeting. The Library Board discussed the information presented and consensus was to move forward with working out an agreement, vetted by the Library's attorney, to bring back to the Board for approval at the April meeting.

XI. Board discussion

Board President Ebann commented on the pictures of our Library featured on page 10 and 11 of the *ILA REPORTER* March 2022 edition.

- XII. Staff Reports:** Written reports from Adult Services, Circulation, IT/Technical Services, Public Relations, Youth Services, Library Lovers Expedition 2022 Final Report and the February statistical report were included in the packet. Trustee Waxler mentioned he is pleased to see the how the AMH helped keep the fun and mystery in the “Blind Date with a Book” program.

XIII. Executive Session

It was moved by James Becker and seconded by Charles Stump to go into Executive Session at 7:49 p.m. for the purposes of discussing personnel [5 ILCS 120/2(c)(1)], potential litigation [5 ILCS 120/2(c)(11), and discussion of minutes [5ILCS120/2(c)(21) and to invite Kathryn I. Martens, Library Director, Karen Migaldi, Assistant Director, and Mary Beth O’Brien to attend.

ROLL CALL:

Aye: James Becker, Chuck Ebann, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller

Absent: None

Nay: None

Abstain: None

Motion Passed

The Board returned to regular session at 8:34 pm

XIV. Actions related to the Executive Session discussions

It was moved by William Weller and seconded by James Becker to approve release of the following Executive Session minutes and destruction of the recordings 18 months after the date of the recorded meeting: January 17, 2018, May 16, 2018, and May 15, 2019.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Chuck Ebann reported that he provided Mayor Haleblan the Governance Committee’s input from the board candidate interviews conducted on February 28, 2022. Mayor Haleblan thanked the Board for their input and plans to make an appointment soon.

XV. Adjournment: It was moved by James Becker and seconded by Charles Stump to adjourn at 8:42 p.m.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Rebecca Sisler, Secretary